



Business Card Information Sheet

THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT • 451 7TH STREET SW • WASHINGTON, DC 20410

Submit this completed form with a completed Form HUD-20 to Printing Services, Headquarters Room B-100. Please **carefully** review all information you provide. Accurate spelling and punctuation is *your* responsibility.

Card Style:

Quantity:

500 Cards per Box

Name of Office or
Division or Branch:

Office Street Address:

Office Room Number:

City:

State:

Zip Code:

Name:

Title:

Office Phone Number:

Extension:

Office Fax Number:

Office TTY Number:

Office E-mail Address:

Cellular Phone Number:

Pager Number:

Style A

	U.S. Department of Housing and Urban Development Pay, Benefits and Retirement Center 451 7th Street SW, Room 2135 Washington, DC 20410 www.hud.gov
Fax 202.708.3680 Cell 202.708.3680	Josephine Smith Human Resources Specialist, Employee Benefits 202.402.1234 Josephine.Smith@hud.gov


Style B

	U.S. Department of Housing and Urban Development Pay, Benefits and Retirement Center 451 7th Street SW, Room 2135 Washington, DC 20410 www.hud.gov
Fax 202.708.3680 Cell 202.708.3680	Josephine Smith Human Resources Specialist, Employee Benefits 202.402.1234 Josephine.Smith@hud.gov

Style C

	U.S. Department of Housing and Urban Development Pay, Benefits and Retirement Center 451 7th Street SW, Room 2135 Washington, DC 20410 www.hud.gov
Josephine Smith Human Resources Specialist	202.402.1234 Fax 202.708.3680 Josephine.Smith@hud.gov

Eagle

	JOSEPHINE SMITH CHIEF OF STAFF OFFICE OF THE SECRETARY
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT WASHINGTON, DC 20410 SUITE 10000	(202) 402-1234

For Assistant Secretaries and Above ONLY